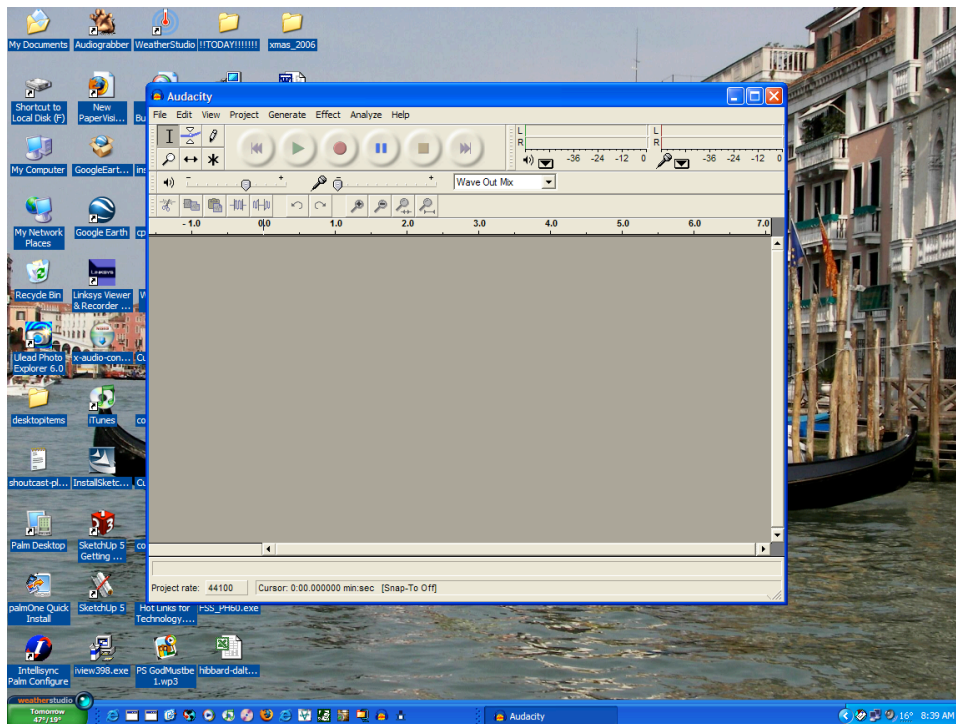


## Audacity – Getting Started

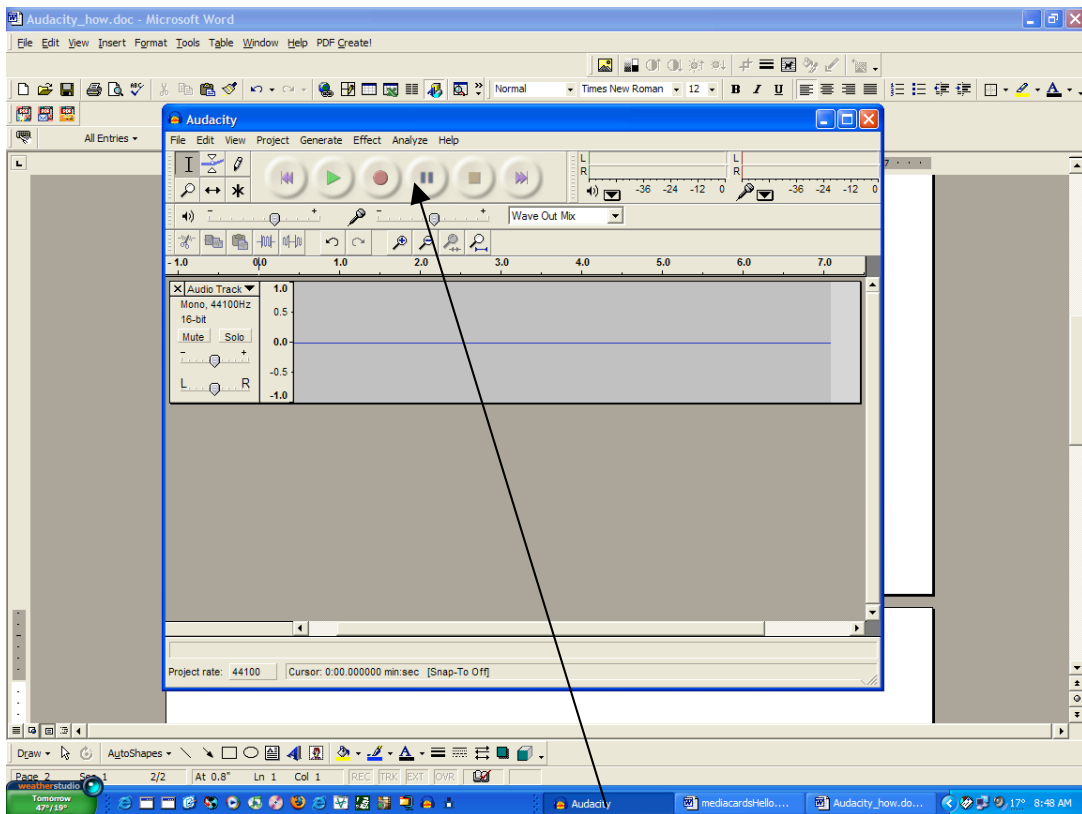
- A. Install the software – find the Audacity folder on the CD- copy it to the DESKTOP
- B. Open the folder and Install AUDACITY
- C. COPY the Lame ENCODER-BOTH INI & DLL to the Program Files Folder and the AUDACITY FOLDER
- D. Run the AUDACITY program
- E. Goto to the FILE Menu –
- F. SELECT OPEN
- G. SELECT the Audacity FOLDER on the DESKTOP
- H. SELECT THE File 4.MP3-click on it
- I. Click OPEN
- J. GO to the FILE Menu and SELECT EXPORT to MP3
- K. Type in the name you want for the file
- L. Select where to save it –ie Desktop or a folder
- M. CLICK SAVE
- N. It will ask where is the ENCODER
- O. Locate the Programs Folder on the C Drive
- P. Locate the AUDACITY FOLDER
- Q. CLCIK on the file LAME.DLL
- R. File will now convert
- S. Only need to do this ONCE – Program will remember where the ENCODER is

## RECORDING THE PODCAST

1. Start Audacity- Start screen looks like this

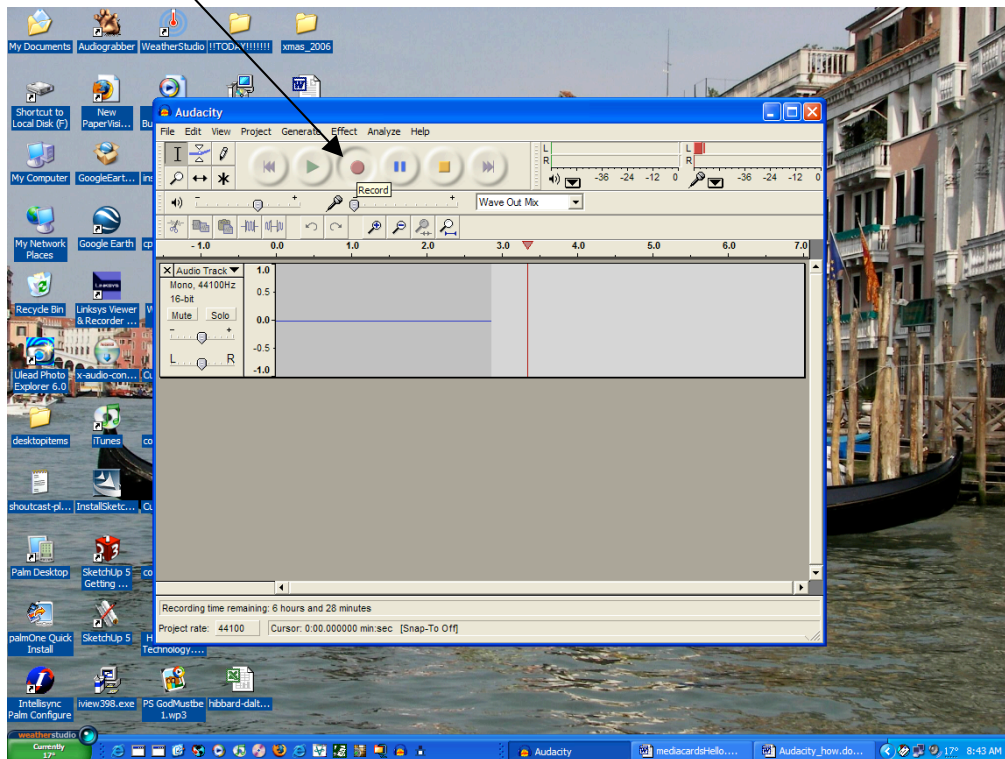


2. Input the Mike in the back of the computer



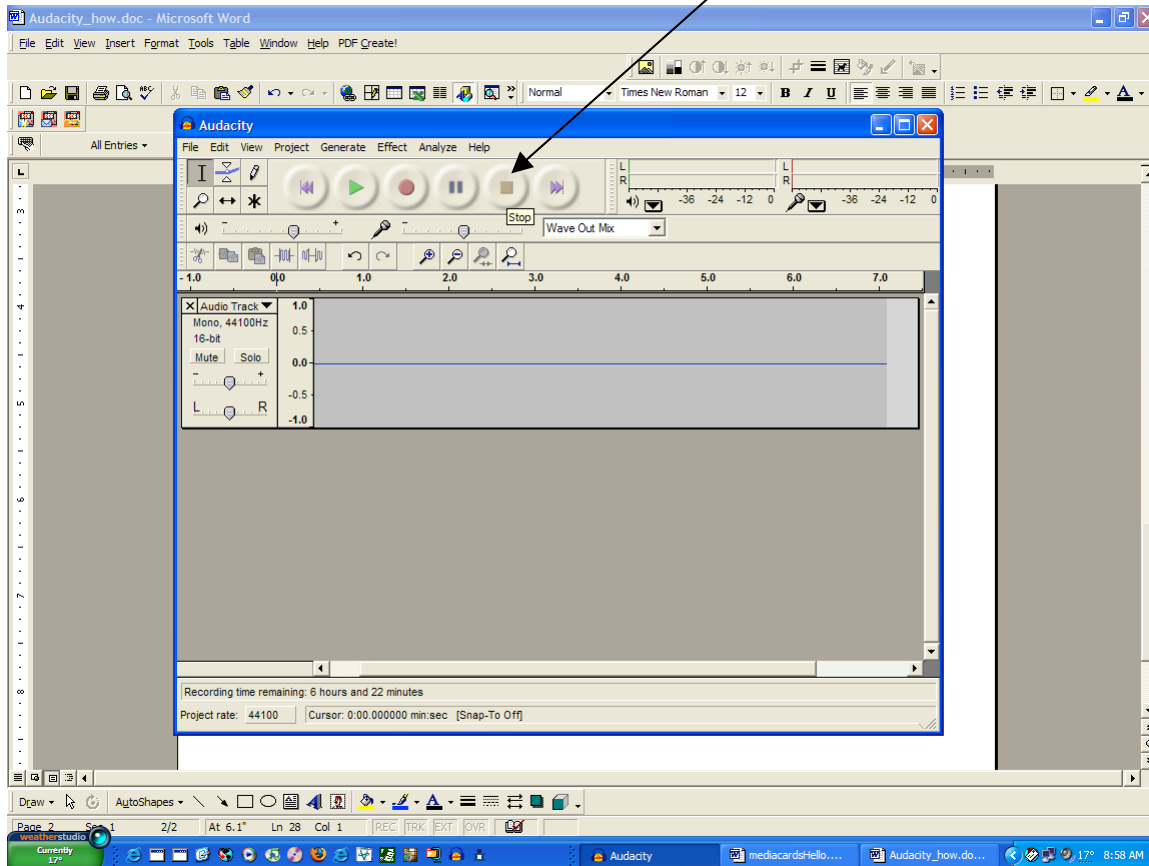
3. If necessary you can adjust the mike input level

4. **CLICK** on the RECORD Button

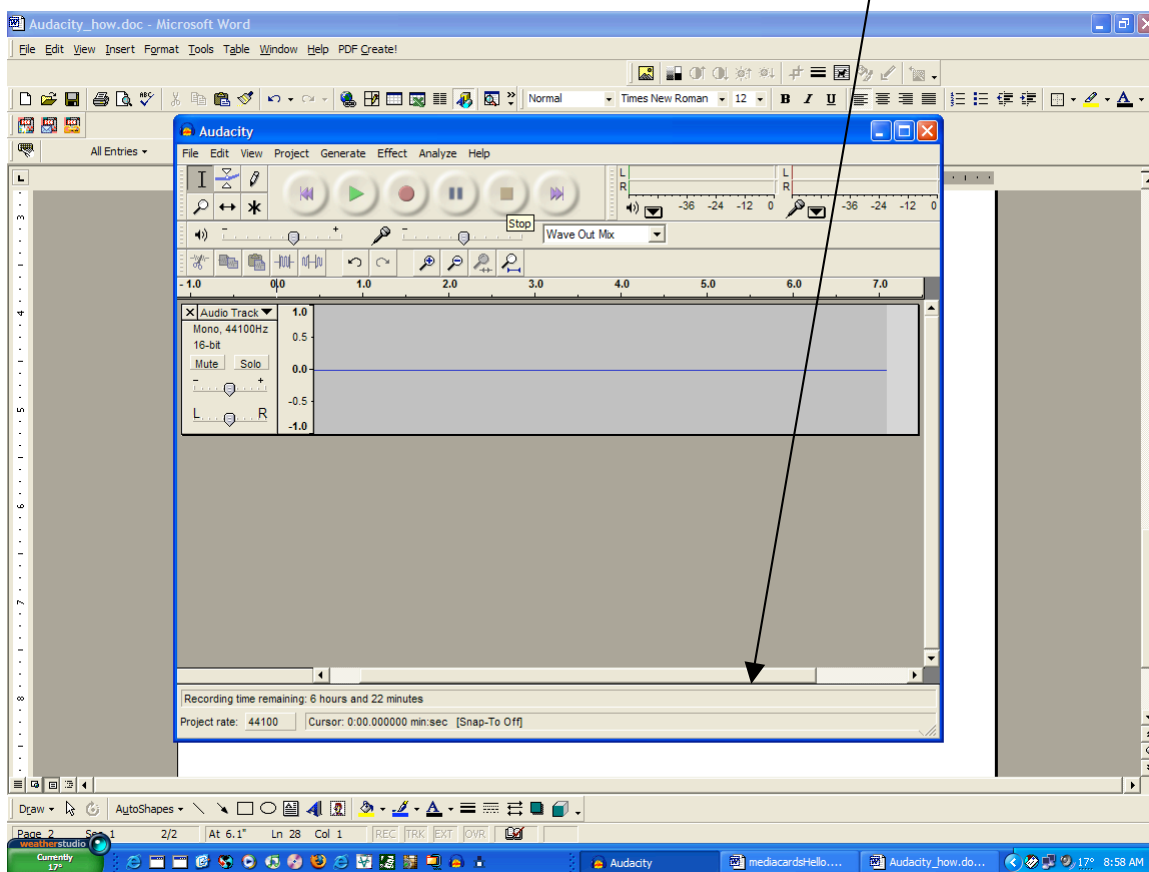


5. Interview-read the script-give the presentation

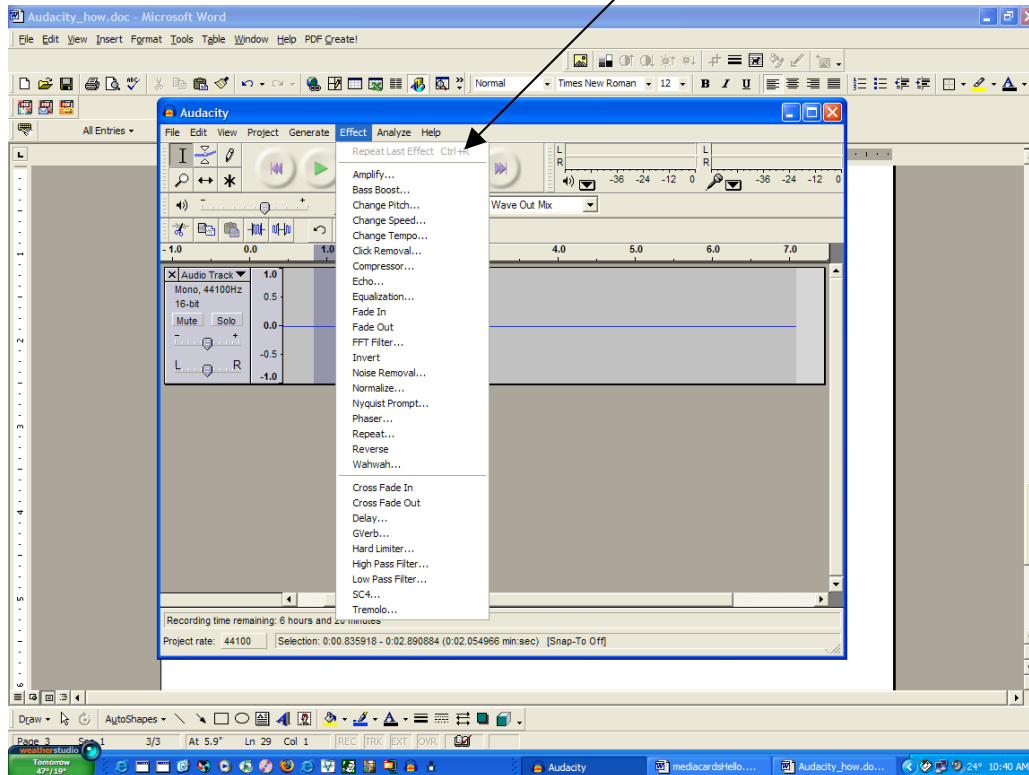
6. When done recording CLICK the STOP BUTTON



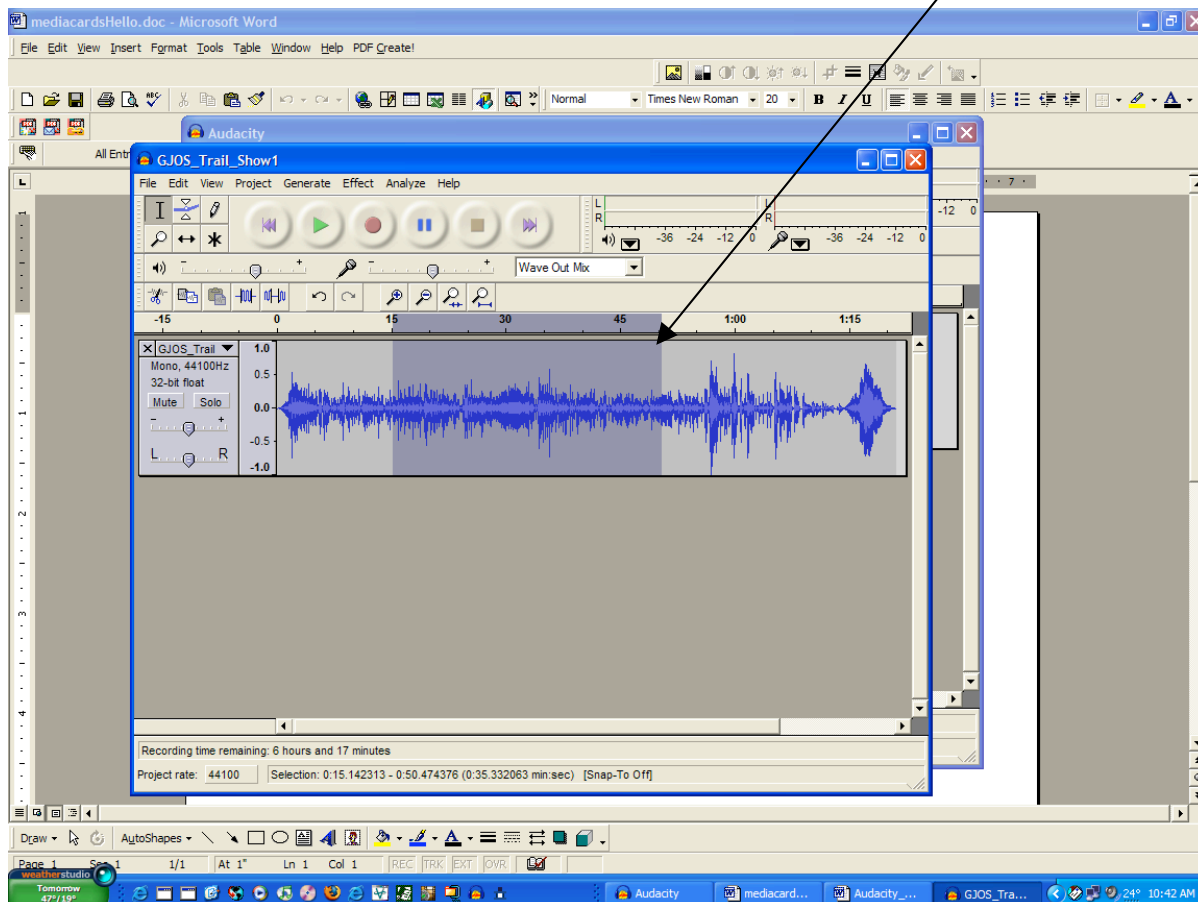
6. To PLAYBACK your recording REWIND the RECORDING-Slide it to the LEFT



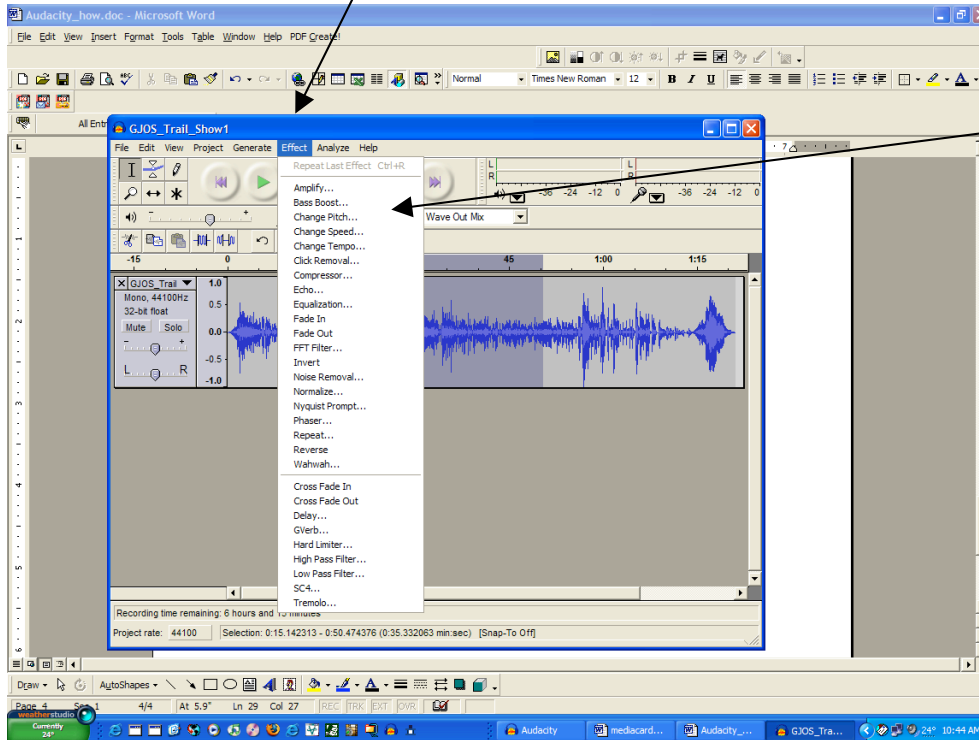
7. Special EFFECT-Sounds are available here



8. CLICK and DRAG to highlight the area you want to change to PITCH

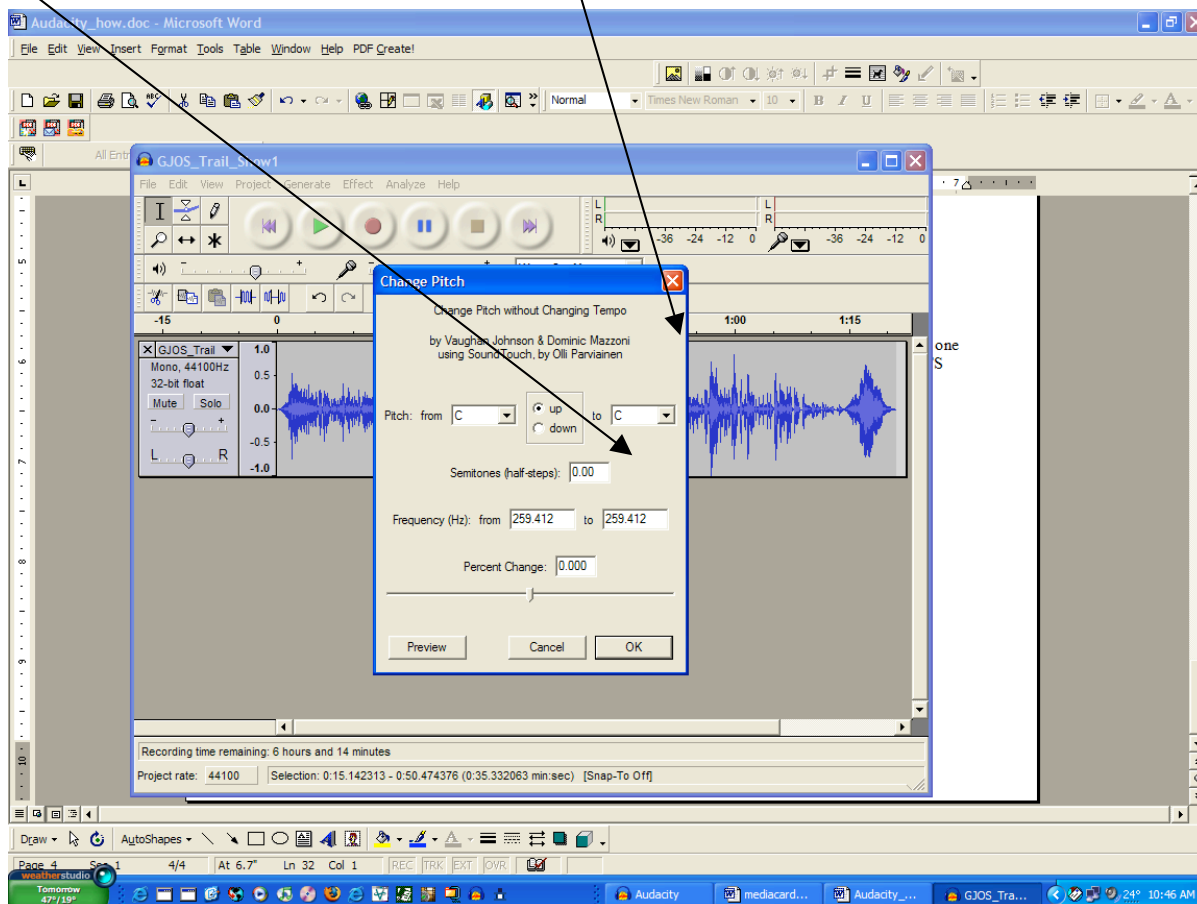


9. Select the EFFECT MENU

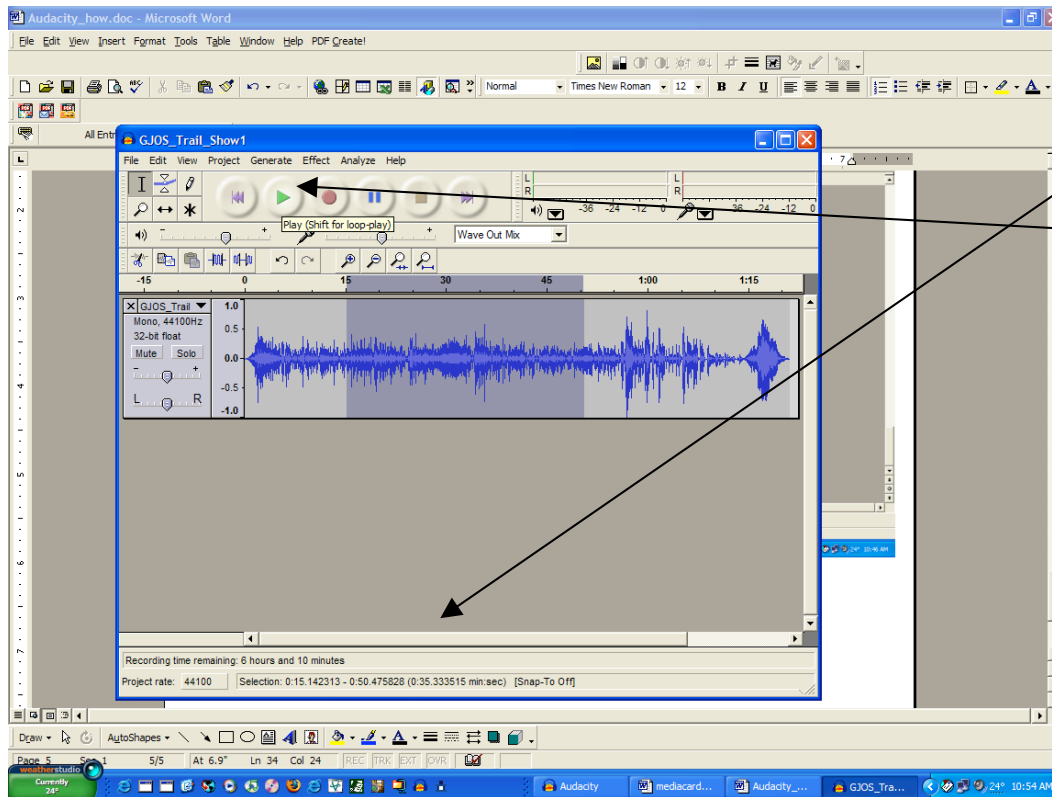


10. CLICK on one of the EFFECTS

10. We are selecting CHANGE PITCH
11. USE the Drop DOWN TRIANGLE to change the pitch



12. CLICK OK when DONE

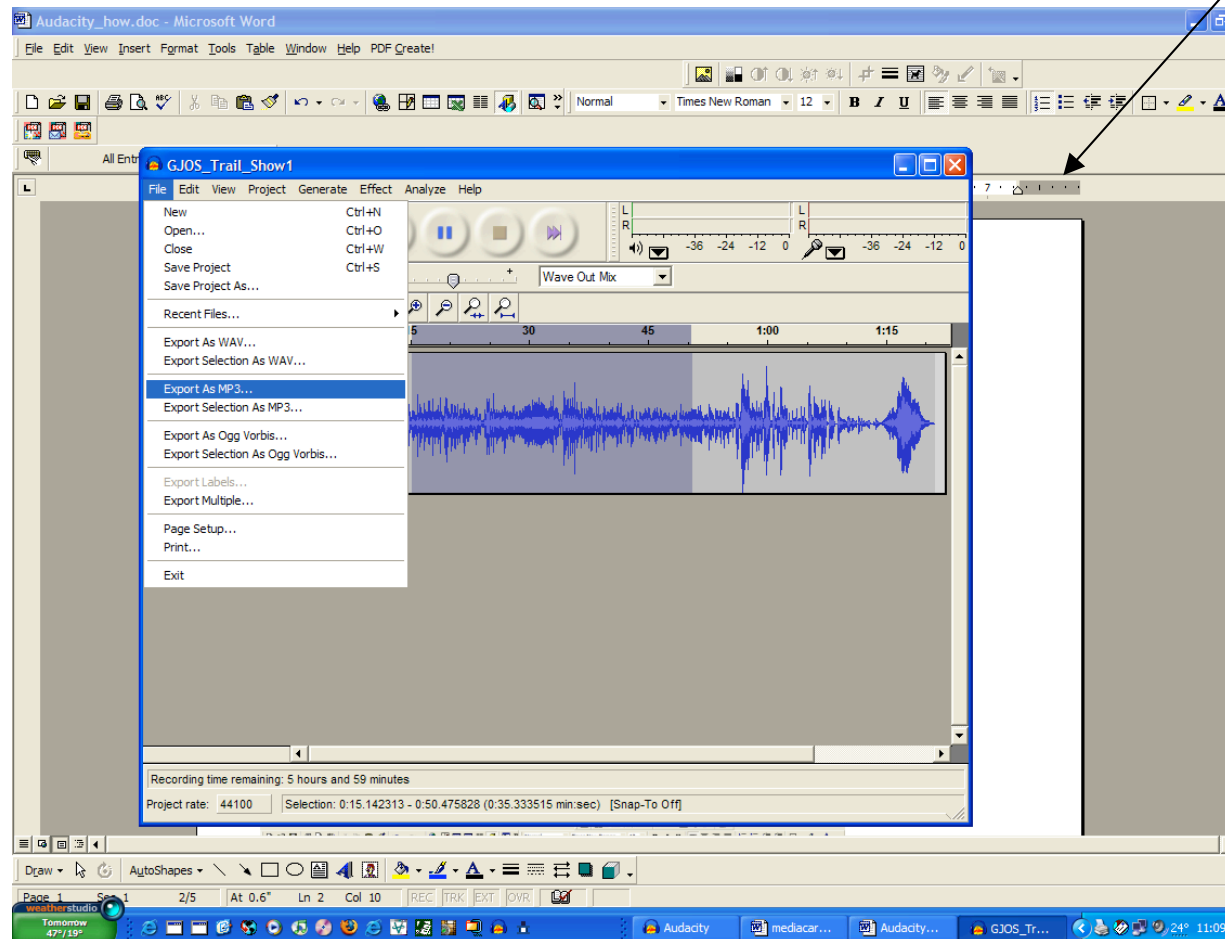


13. REWIND

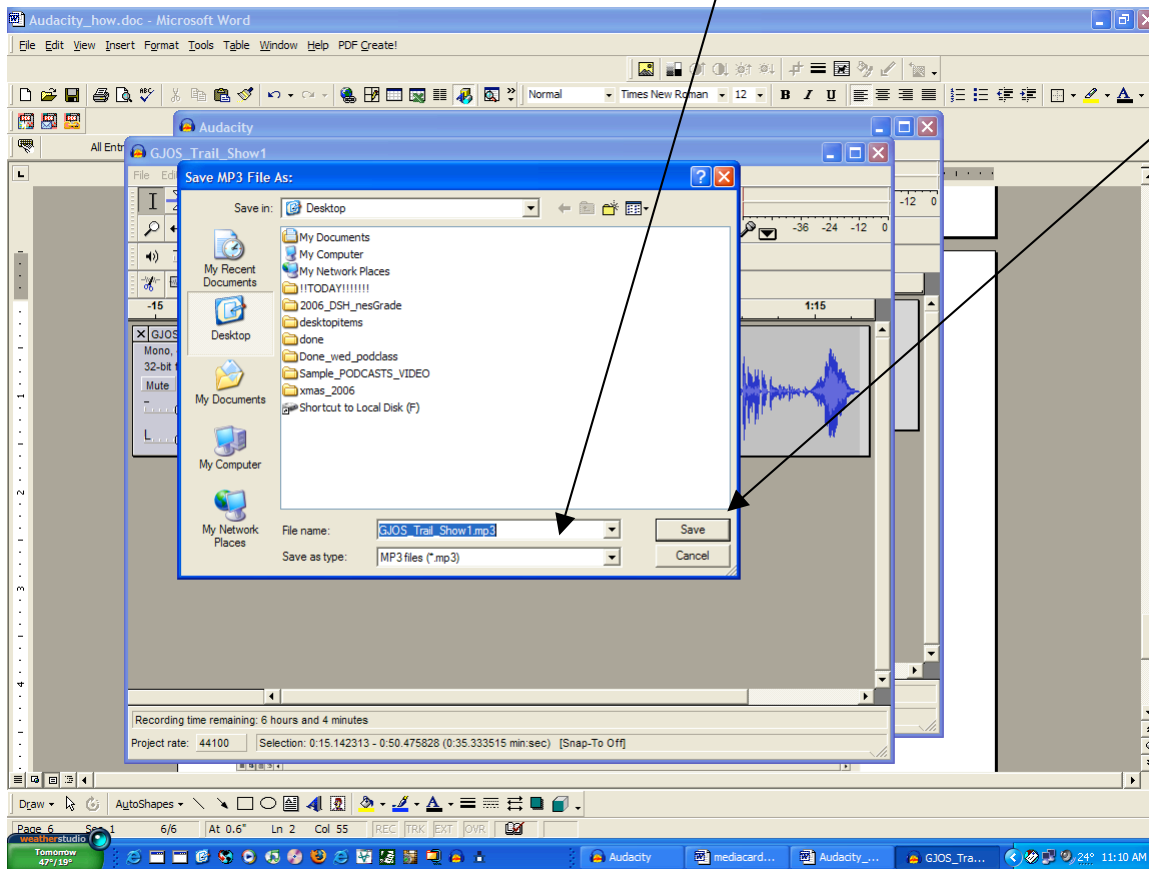
Then CLICK  
PLAY

HOW TO EXPORT

the File-----FILE  
Menu-select  
EXPORT MP3



Type in the NAME of the file-what you want to call it ----- Notice WHERE it will SAVE- CLICK SAVE



It will now modify the file into an MP3 so it can be played on a MP3 player or computer





